

## MINUTES

*Presiding: Annabel Sheinberg - Chair*

Time		Agenda Item	Presenter
10:00 a.m.	1.	Welcome ..... <ul style="list-style-type: none"><li>• New Member Introductions</li></ul>	Annabel Sheinberg
10:05 a.m.	2.	Approval of Past Minutes ..... <ul style="list-style-type: none"><li>• October Full Meeting</li><li>• October Executive Meeting</li></ul>	Annabel Sheinberg
10:10 a.m.	3.	Sub-Committee Reports <ul style="list-style-type: none"><li>• Public Awareness .....</li></ul>	Annabel Sheinberg
10:20 a.m.	4.	Advocacy Update .....	Karen Crompton
10:30 a.m.	5.	Licensing Update .....	Iona Thraen
10:50 a.m.	6.	Child Care Simplification Presentation.....	Ann & Dave
11:20 a.m.	7.	Director's Report..... <ul style="list-style-type: none"><li>• Early Childhood Council</li><li>• Annual Report Press Conference</li><li>• December Meeting</li><li>• Licensed family providers and EBT</li></ul>	Lynette Rasmussen
11:40 a.m.	8.	Old & New Business, Chair Comments.....	Annabel Sheinberg
11:50 a.m.	9.	Public Comment	

**ADJOURN**

Attending (\* denotes voting members):

\*Pete Maiden  
\*Sheila Lewis  
\*Scott Nielsen  
\*Annabel Scheinberg  
\*Anna Anderson  
\*Donna Crapo  
Diane Wilkinson  
Susyn Keel  
Dave Baldwin  
Shalome Orton  
Johnny Anderson

Sarah Yerman  
Caroline Kueneman  
Brynn Steimle  
Teresa Whiting  
\*Iona Thraen  
Deb Wynkoop  
\*Bobbi Ikegami  
\*Peter Corroon  
\*Lori Maughan  
Lynette Rasmussen  
Christi Christian

Excused/Absent:

\*Hydee Willis  
\*Judie Erickson  
\*Amy Stevens  
\*Judy Miller  
\*Carrie Stott  
\*Janet Wade

\*Karen Crompton  
\*Marian Hein  
\*Megan Cisney  
\*Erin Trenbeath-Murray  
\*Laura Oscarson-Wilde  
\*Leslie Bosen

**ITEM 1                      Welcome**

---

Annabel began the meeting by congratulating Peter Corroon in his victory of becoming Salt Lake County Mayor.

Annabel introduced the Advisory Committee's newest board members: Anna Anderson is the new parent representative. Janet Wade could not be here today, but will be the new children with disabilities representative. She comes from Baby Watch Early Intervention and is the infant mental health specialist. Iona Thraen will be taking Deb Wynkoop's place as the Department of Health representative.

**ITEM 2                      Approval of Past Minutes**

---

There was not a quorum to approve the minutes. These will be held until next month.

**ITEM 7                      Director's Report**

---

*Lynette needs to go to an Interim Committee Meeting and has asked that we allow her to give the Director's Report so that she can leave early.*

Early Childhood Council-

This council is a large group of people that look at all issues related to early childhood, not just child care. The Grant for this council resides in the Health Department. Last Friday was the annual retreat. Lynette and Karen Crompton were elected co-chairs of the council. Lynette

would like to create a 3-5 year strategic plan and create bylaws. The plan will be very detailed over all the issues that relate to early childhood. She also wants to look at systems capacity by working with Oxana Golden and looking at other states that have terrific systems already in place. Will also work on creating detailed outcome measurements. The big goal is to work with the Huntsman Administration to create a Children's Cabinet. Georgia has a model that we would follow. This is a long shot but a great time to start.

#### Annual Report Press Conference-

OCC will have a press conference in a few weeks to release our Annual Report. Our goal is to flood the media with positive things that are going on in child care. We will invite the Advisory Committee members to attend and speak. Also want to invite parents and providers. We are working closely with Mike Sullivan and Curt Stewart at DWS on this.

#### December Advisory Meeting-

Our December meeting will be held at Christopher's Steakhouse at 110 W 300 S in Salt Lake City. We will have lunch following the meeting.

#### Economic Impact Study Update:

The telephone survey is complete. The first draft of three sections of the report is complete. BBC is right on track for getting the report to us by the first of the year. BBC had a difficult time completing the parent survey. Utah has more parents using informal care than any other state BBC has done this study for.

### **ITEM 3                      Sub-Committee Report**

---

#### Public Awareness-

The Sub-Committee worked on updating the Talking Points card. Chose some quotes from the publication by Dr. Shonkoff. We want to show some hard data and show the return on investment, mention the Perry Preschool Study.

### **ITEM 4                      Advocacy Update**

---

Karen Crompton isn't here to give an update this month.

### **ITEM 5                      Licensing Update**

---

Iona passed out a handout:

Specific Issues and recommended solutions:

- 1) Licensing actions and due process
  - a. Recommend moving from 1/yr unannounced survey process to:
    - i. 1/yr scheduled technical assistance survey to assess structural elements of providers' capacity to provide a healthy and safe environment and to provide feedback on compliance with state regulations

- ii. 1/yr unannounced verification site visit to assess providers' correction of findings from technical assistance survey, to check for ratios, to check on group size compliance, and to observe daily operations without interference (*programs will no longer be required to write a plan of correction*)
    - iii. Change from issuing a "conditional license" to "conditional status" for remedial activities (*this is just to get the program's attention to let them know there is a system breakdown. This status is internal to DOH and is not made public. DOH will work on a scope of severity. This will determine the length of time a program is on conditional status and also work as a guide to help ensure reliability of regulators*)
    - iv. Reinstate anonymous licensor performance survey (*the survey is being revisited and possibly revised*)
  - b. Improve perceptions of bias of statewide Administrative Law process
    - i. Clarify graduated appeals process
    - ii. Contract with outside agency for administrative law judge for appeals process
    - iii. Notify provider of "intent" to act thus giving them opportunity to refute findings (*refute will be directed to the supervisor and/or bureau director*)
- 2) Child care licensing rule making process
  - a. Implement practice changes as agreed upon through the rules process
  - b. Refocus advisory committee role towards conceptual issues and not rule language changes
  - c. Establish a predictable cycle for major rule revisions (*rules will be changed every 3 years instead of every time someone wants a rule change*)
  - d. Reestablish direct communication with interested parties for rule filing and comments (*get public comment before rules are changed. Seems that interpretation of the rules is the real problem*)
- 3) Complaint investigations
  - a. Discontinue investigation of anonymous complaints informing complainant of this policy
  - b. Refer criminal complaints to the appropriate authority
  - c. Log anonymous complaints in for investigation at annual survey
  - d. Refocus complaint investigations from single incident to a pattern analysis
  - e. Report substantiated complaints to public
  - f. Contract with independent mediator for assistance between providers and licensors
- 4) Implementation of Hellewell's bill (*will only apply to centers right now, but may include family providers in the future*)
  - a. Phase in cushioning/fall zone requirements over five years providing no regression in current provider performance (*five licensors are participating in playground safety training and becoming certified. There was literature*

*recently that says risk to children has a lot to do with the height of the equipment and age of the child. DOH will work on how to assess this over the next 5-years)*

- b. Standardize inspection criteria based on reasonable maintenance schedule
- c. Encourage DWS to focus quality grants on upgrading playgrounds
- d. Conduct case by case analysis of those providers who have received playground deficiencies since May 2004 for possible reconsideration

#### Discussion-

Why can't licensors be regulators but have a relationship with providers at the same time? The number of providers to regulators is one reason. There are only 24 licensors in the state. Another reason is that it is just plain difficult to regulate someone if you have a relationship with them.

Some center providers and parents feel that family and license exempt programs should be accountable to the same regulations that centers are held to. Licensed Family providers do have regulation very similar to centers.

Licensing exempt programs is an issue that needs to be taken to the legislature. It's not a DOH issue.

Some providers are frustrated with the Quality Improvement Grants. They feel they are a lot of work for such a small amount. Another frustration is the requirement for training. Diane Wilkinson didn't put training in her application because she's already completed all the available training in her area. She feels it is a waste of time and money to retake the same training. Scott Nielsen's center also didn't ask for training and was denied the Grant. This issue needs to be discussed with OCC Grant Program Specialists, but none are at the meeting today. This will be put on January's agenda for discussion.

#### SansWrite System-

OCC has given Licensing one-time funds to purchase tablet PCs so that they can do paperless onsite surveys.

The tablet can print the report onsite to give immediate feedback to providers. Florida implemented the system and shows a timesaving of 45 minutes per survey.

The system is web based so any licensor can pull up the report on a program instead of having to go find a paper file. Also, parents will be able to look up the survey on providers online. The survey is posted online for public viewing after the *second* survey is complete. The report shows everything that providers are doing- not just the deficiencies.

Johnny suggested that there be compliance percentage at the end of the report. Licensing will look into that. Johnny also mentioned that if the licensors are not reliable, it might not be fair for everyone to have access to this. Johnny would like reports on ALL programs to be online.

Automating the system will make it easier to see what and how licensors are scoring. There will be a program to analyze this.

There will be language built into the system so that licensor can just choose from a list of choices to comment on different items. This will make the survey less personal and more uniform. There will also be space to type in comments.

Could there be a place at the bottom for the provider to write personal comments? DOH will look into that.

## **ITEM 6                      Child Care Simplification Presentation**

---

The Child Care Simplification Team met aggressively for a month to come up with ways to simplify the child care subsidy process. Lynette, Dave, Ann and Susyn went through the entire policy and eliminated the things that were not federal or state requirements. There are 6 recommendations that have been made to Raylene. She gave the okay to move forward. The recommendations will be implemented April 2005.

- Simplify Validation Process
  - Redefine reportable changes
  - Focus on minimum eligibility requirements
  - Re-certify training activities based on progress/grades
  - Only look at past need during applications when a case closed within the last 6 months
  - For FEP child care: continue to emphasize employment plan. Discontinue care rather than referring overpayments. Only refer overpayments when a benefit error or IPV is suspected.
- Provider License Types
  - Pay family home and family group providers at the same rate
  - Eliminate the family accredited tier
  - Set family home providers up to receive electronic EBT payments
- Duty of Support/Cooperation with ORS
  - Eliminate ORS child support enforcement requirements as an eligibility criterion
  - Educate and strongly encourage customers to cooperate with ORS
  - Give customer the information at application and let them make the decision to contact ORS
- Assets
  - Eliminate the asset limit as an eligibility criteria
- Policy Clarification
  - Clarify exception criteria to support non-related license exempt providers
- Payment of Overpayments

- Overpayments will now align with other assistance programs and will be deducted in small amounts directly from the subsidy given to the parent.

Discussion-

Providers often “eat the cost” when they accept children before the parent has been approved. If the parent gets denied child care, the provider doesn’t get paid by the state or the parent. Dave realizes that this is a problem. With the changes in April and concentration on worker training, the process should speed up so that providers will know sooner if a parent is eligible for child care. Providers need to be sure to utilize the Provider Helpline and Susyn so that they are not taken advantage of by parents.

Providers are the consistent contact to parents. If DWS would give providers more information, they could help the parent to get things turned in, understand how to fill out forms, be reminded of due dates, etc. Part of Human nature is that it’s easier to do things if you have someone to support and advocate for you. That’s what the providers can be for parents. Because the policy is Payment to Parent, the Provider Helpline is all we have. We are piloting a release form in two centers right now. Johnny’s center is one of them. He’s found that there really isn’t as much need for it as he thought there would be. The other center, Kinderland uses the form as a motivator for parents. Roni Lynn told Susyn that she tells the parent that if they sign this form she can call DWS and find out what is needed for the case to be worked. This usually kicks the parent into gear and they get the forms turned in.

Anna Anderson says that the EBT card is very difficult to use. Susyn says that OCC is working with eFunds to simplify that also. One thing that is happening in December is that the password will no longer be required. The parent will only need to use their pin number.

Johnny told the policy team that these changes are fantastic and the providers appreciate DWS’ efforts.

**ITEM 8                      Old & New Business, Chair Comments**

---

No comments

**ITEM 9                      Public Comment**

---

Sheila Lewis- PFCCA is having their annual planning meeting on Saturday.

Bobbi Ikegami would like to have a meeting to explore who does what in child care and to explain what after school care is. Bobbi is uncomfortable with the friction between license and license exempt programs and would like to address the issue before it gets worse. We could talk at the meeting about how we can all work together to serve kids. We could have an Ad-Hoc Sub-Committee in January to just talk, explore and learn.

Pete Maiden- the Quality Sub-Committee is going to meet on Thursday, November 18 to discuss the changes to the conditional license and the impact it has on OCC grants. The meeting will start at 9:30 in room 211 A. Public is invited.

Iona Thraen- Fox 13 News is going to run the first of their two-part series of an undercover tape they took into a child care center, tonight at 9:00 pm.

**Adjourn.**